Level 1

Semester 1

Course Specification

I. Basic Information

Course Code	**ECO 101**	**Course Name**	**Introduction to Microeconomics**
Level/ Semester	**1 /1**	**Specialization**	**General – all programs**
Department Offering the Course	**Economics**		

Credit Hours

Credit Hours

Total Credit Hours	**Theoretical**	**Tutorial**	**Laboratory**
3	**3**	**1**	**-**

Contact Hours

Contact Hours	**Theoretical**	**Tutorial**	**Laboratory**
4	**3**	**1**	**-**

Course Prerequisite(s)	**-**
Approval Date of course Specification	**10 /2023**

II. Course Contents

This course aims to expose the students to the basic principles of microeconomics. The emphasis will be on thinking like an economist and the course illustrates how microeconomic concepts can be applied to analyze actual- life situations. The course covers the problem of scarcity and resources allocation, demand and supply and how markets work (Structure of markets), the market price determination, decision-making of economic units: consumers (the utility theory) and firms (producers) (the

production and cost theories in the short-run). In addition, part of the course is to train students on how to make article reviews and write essays related to the course.

III. Course Aims

Upon successfully completing the course, students will be:

The course aims to equip students with foundational knowledge in economics, focusing on scarcity, resource allocation, and market dynamics, while fostering lifelong learning to stay at the forefront of the field and contribute to its advancement.

IV. Program ILOs Covered by the Course

Program ILOs Covered by the Course			
Knowledge and Understanding Skills	**Intellectual Skills**	**Practical / professional Skills**	**General and Transferable Skills**
1/3,1/4,1/7,1/11,1/12	**2/1,2/8,2/9**	**3/2,3/5,3/8,3/11,3/14,3/15**	**4/1, 4/2, 4/3, 4/5, 4/9,4/10,4/11**

V. Course Intended Learning Outcomes (ILOs)

The Intended Learning Outcomes (ILOs) are listed under four headings:

a. Knowledge and Understanding

On completing the course, the student should be able to:

a1. Discuss the interaction of supply and demand and the goods market mechanism.
a2. Identify basic mathematical models, economic terminologies, and diagrams to analyse microeconomic issues.
a3. Define core microeconomic principles related to efficient resource allocation, individual and firm decision-making, production and costs, and utility.
a4. Explain real-world microeconomic issues facing markets, including market failures and policies adopted by governments aimed at achieving efficient resource allocation.

b. Intellectual Skills

On completing the course, the student should be able to:

b1. Distinguish between various microeconomic methodological tools, categorizing them into mathematical and diagrammatic methods used to analyse economic issues.

b2. Select appropriate microeconomic principles alongside insights from other social sciences to inform decision making.

b3. Translate effectively key microeconomic concepts into solutions for practical problems and policy considerations.

c. Practical / Professional Skills

- On completing the course, the student should be able to:

c1. Construct basic supply and demand models, incorporating elasticity concepts, to estimate how changes in the market for goods and services affect price and quantity.

c2. Employ both qualitative and quantitative skills to solve microeconomic problems.

d. General and Transferable Skills

On completing the course, the student should be able to:

d1. Gain experience applying economic and English terminologies for effective problem-solving and decision-making.

d2. Hone analytical reasoning, numeracy, and clear, effective communication skills.

d3. Work independently and collaboratively under pressure.

VI. Course Contents Distribution

week	Course Topic	Teaching hour	
		lecture	tutorial
1-3	Introduction, main economic questions, PPF	9	3
4 -7	Demand , supply and equilibrium	12	4
8	**Midterm**		
9-10	Elasticity	6	2
11-12	Production and cost	6	2
13	Utility, budget line and utility curves, and applications.	3	1
14	**Formative Exam.**	3	
15 -16	**Final exam**		
	Total hours	**39**	**12**

VII. Course Matrix Content

Main Topic	Course ILOs Covered by Topic (By ILO Code)			
	K.U.	I.S	P.P.S.	G.T. S
• Introduction, main economic questions, PPF	a1, a3			d1
▪ Demand supply and equilibrium	a1, a2, a3, a4	b1,b2,b3	c1, c2	d1,d2,d3
▪ Price elasticity of demand and applications.	a1, a2, a3, a4	b1,b2,b3	c1, c2	d1,d2,d3
▪ Production, cost, utility	a1, a2, a3, a4	b1,b2,b3	c2	d1,d2,d3

- **K.U.: Knowledge and Understanding**
- **I.S: intellectual skills.**
- **P.P.S.: Practical / Professional Skills.**
- **G.T. S: General and Transferable Skills.**

VIII. Teaching and Learning Methods

Teaching and Learning Methods	Selected Methods	Course ILOs			
		Knowledge and Understanding Skills	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills
Interactive Lectures	√	√	√		√
Discussion	√	√	√		√
Brainstorming	√	√	√		√
Case study					
Problem Solving	√	√	√	√	√
Self-Learning: workshops- Projects - Research – Reports – assignments – presentations	√	√	√	√	√
hybrid (Blended) education (if applied)					
Modeling – simulation – role play					
Demonstrations					
Practical (lab) / applications					
Asynchronous Learning (PDF, PowerPoint, Lecture videos)	√	√	√		

IX. Teaching and Learning Methods for special needs:

Academic Advising - additional Office Hours – concentrated Lecture – Asynchronous Learning.

X. Assessment Methods – ILOs Matrix

Assessment Methods		Course ILOs			
		Knowledge and understanding Skills	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills
Class Works	Individual and Group Assignments	a1, a2, a3, a4	b1,b2,b3	c1, c2	d1, d2
	Quizzes	a1, a2, a3, a4	b1,b2,b3	c1, c2	-
	Participation (Tasks, project, research, Reports Workshops)	-	-	-	d1, d2, d3
Written Exam	Midterm Exam	a1, a2, a3, a4	b1,b2,b3	c1, c2	-
	Final Exam	a1, a2, a3, a4	b1,b2,b3	c1, c2	-

I. Grade and weight of assessments

Assessment Methods		Time	Assessment Grades	Weight %
Class Work	Individual and Group Assignments	All over the semester	10	10%
	Participation (lecture discussion)		10	10%
	Quizzes	All over the semester	10	10%
Mid-term		Week 8	20	20%
Sub-Total			**50**	50%
Final Exam		**Weeks 15-16**	**50**	50%
Total			**100**	**100%**

I. References

Course Notes	Lecture slides are available on the Students Learning Management System (Moodle).
Essential Textbooks	Parkin, M. (2012). Microeconomics (10th Edition). Pearson.
Extra Recommended Books	Ahuja, H., L, (2022). Principles of Microeconomics,1st edition. S chand.
Online Web Sites	https://www.ekb.eg/ https://www.pearson.com/

II. Facilities required for teaching and learning.

Facility	Lecture	Class	Lab	Admin
White Board	√	√		
PC/Laptop	√	√		
Data-Show	√	√		
Laser Pointer				
Internet	√	√		
Printer				
Copier				
Moodle	√	√		
Zoom				
Software Packages				
Laboratories				

Course coordinator	Head of the Department
***Name*: Dr. Saad Samir Saad**	***Name*: Prof.ALtahra ELsayed Hemaya**
***Signature*: Saad Samir Saad**	***Signature*: ALtahra ELsayed Hemaya**
***Date*: 10/2023**	***Date*: 10/2023**

Course Specification2023/2024

I. Basic Information

Course Code	**MTH101**	**Course Name**	**Introduction to Mathematics for Business and Economics**
Level/ semester	**1/1**	**Specialization**	**General for business administration**
Department Offering the Course	**Business Technology**		

Credit Hours

Credit Hours

Total Credit Hours	Theoretical	Tutorial	Laboratory
3	3	1	-

Contact Hours

Contact Hours	Theoretical	Tutorial	Laboratory
4	3	1	-

Course Prerequisite(s)	**----**
Approval Date Of course Specification	**10 /2023**

II. Course Contents

This course teaches the mathematical skills required for problem solving and decision making in the business world through the use of mathematical models and specialized techniques. Topics include series, equation-solving techniques, simple matrix algebra, differential and integral calculus and their applications in economic functions, and linear programming.

III. Course Aims

Upon successful completion of the course the student will be able to:

Give the essential information about the numerical solution of the system of equations and matrix inversion, differentiation; integration and series (progression).

IV. Program ILOs Covered by the Course

Program ILOs Covered by the Course			
Knowledge and Understanding	**Intellectual Skills**	**Practical / Professional Skills**	**General and Transferable Skills**
1/5,1/7	**2/4,2/6**	**3/8**	**3/3,3/4,3/5,3/8**

V. Course Intended Learning Outcomes (ILOs)

The Intended Learning Outcomes (ILOs) are listed under four headings:

a. Knowledge and Understanding

On completing the course, the student should be able to:

a1. State the concepts of series, derivative and integral functions.
a.2 Explain the mathematical operations of matrices.
a.3 discuss the solutions of linear systems and algebraic equations.

b. Intellectual Skills

On completing the course, the student should be able to:

b1. develop a feel for number and understand the significance of the results obtained.
b2. apply mathematics in everyday situations and develop an understanding of the part that mathematics plays in learners' own lives and the world around them

c. Practical / Professional Skills

On completing the course, the student should be able to:

c1. Apply the concepts of functions for modeling and solving some real problems in the light of available data and information.

c.2 Solve optimization problems by the concepts of derivative.
c.3 Sketch the curve of function.
c.4 Find the solution of linear systems and algebraic equations.
c.5 Utilize the algebraic expressions.
c.6 Perform algebraic operations on complex numbers.

---

d. General and Transferable Skills

On completing the course, the student should be able to:

d1. Communicate effectively with others.
d.2 Use information technology for obtaining information.
d.3 Work in a group and lead a team.
d.4 Manage time effectively and conduct self-learning.

VI. Course Contents Distribution

Weak.	Course Topics	Teaching Hours	
		Lec.	Tut.
1	➢ Equations: a. identify equations. b. single equation with one variable	3	1
2	➢ Equations: solving simultaneous equations in two unknowns a. elimination method b. substitution method	3	1
3	➢ Matrices : a. Definitions and Terms b. Scalar Multiplication c. Addition and Subtraction of Matrices	3	1
4	➢ Matrices : a. Vector Multiplication b. Multiplication of Matrices c. Matrix Expression of a System of Linear Equations	3	1
5	➢ Determinants: a. second-order determinant b. third-order determinant c. The Inverse of Matrix	3	1

6	➢ Determinants: a. Solving simultaneous equations using matrices b. Cramer's rule for solving linear equations	3	1
7	➢ Revision ➢ Exercises	3	1
8	**Mid Term exam**		
9	➢ Differentiation a. rules of differentiation b. marginal functions and elasticity c. optimization of economic functions	3	1
10	➢ Integration a. Integration as the reverse of differentiation b. The power rule for integration c. Integration of the natural exponential function d. definite integration	3	1
11	➢ Series (progressions): a. Arithmetic series b. Geometric series	3	1
12	➢ Linear Programming (LP) a. System of Linear Inequalities in Two Variables b. Graphing a Linear Inequalities in Two Variables C. Solving Systems of Linear Inequalitie	3	1
13	➢ Revision.	3	
14	➢ General quiz	3	
15-16	**Final Exam**		

VII. Course Matrix Content

Main Topic	Course ILOs Covered by Topic (By ILO Code)			
	K.U.	I.S	P.P.S.	G.T. S
➢ Equations: a. identify equations. b. single equation with one variable c. solving simultaneous equations • elimination method • substitution method	a3	b1	c4	d4
➢ Matrices : a. Definitions and Terms b. Scalar Multiplication c. Addition and Subtraction of Matrices d. Vector Multiplication e. Multiplication of Matrices f. Matrix Expression of a System of Linear Equations	a2	b1	c1,c6	d1,d3,d4
➢ Differentiation a. rules of differentiation b. marginal functions and elasticity c. optimization of economic functions	a1	b1, b2	c2	d1,d3,d4
➢ Integration a. Integration as the reverse of differentiation b. The power rule for integration c. Integration of the natural exponential function d. definite integration	a1	b1,b2	c3	d1.d2,d3 ,d4
➢ Series (progressions) a. Arithmetic series b. Geometric series	a1		c5,c6	d2,d4

- **K.U.: Knowledge and Understanding**
- **I.S: intellectual skills.**
- **P.P.S.: Practical / Professional Skills.**
- **G.T. S: General and Transferable Skills.**

VIII. Teaching and Learning Methods

Teaching and Learning Methods	Selected Methods	Course ILOs			
		Knowledge and Understanding Skills	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills
Interactive Lectures	√	√	√		√
Discussion	√	√	√		√
Brainstorming	√	√	√		√
Case study					
Problem Solving	√	√	√	√	√
Self-Learning: workshops- Projects - Research –Reports – assignments – presentations	√	√	√	√	√
hybrid (Blended) education (if applied)					
Modeling – simulation – role play					
Demonstrations				√	√
Practical (lab) / applications					
Asynchronous Learning (PDF, PowerPoint, Lecture videos)	√	√	√		

IX. Teaching and learning methods for special needs:

extra lecture during office hour - Asynchronous Learning (PDF, PowerPoint, Lecture videos)

X. Assessment Methods – ILOs Matrix

Assessment Methods		Course ILOs			
		Knowledge and understanding	**Intellectual Skills**	**Practical / Professional Skills**	**General and Transferable Skills**
Class Works	**Individual and Group Assignments**	a1-a3	b1-b2	c1-c6	d1-d4
	Tasks and Reports	a1-a3	b1-b2	c1-c6	d1-d4
	Quizzes	a1-a3	b1-b2	c1-c6	-
	Mid term	a1-a2	b1	c1-c3	-
	Final Exam	a1-a3	b1-b2	c1-c6	-

XI. Grade and weight of assessments

Assessment Methods		Assessment Grades	Weight %
Class Work	Individual and Group Assignments	-	
	Participation (Tasks, project, Reports)	15	15%
	Lab Test	-	
	Quizzes	15	15%
Mid-term		20	20%
Sub-Total		**50**	50%
Final Exam		**50**	50%
Total		**100**	**100%**

XII. References

Essential Textbooks	Cheryl Cleaves, Margie Hobbs and Jeffrey Noble (2024): Business Math, 12th edition. Pearson, New York.
Course Notes	Lecture slides are available on the Students Learning Management System (Moodle).
Extra Recommended Books	Raymond Barnett, Michael Ziegler, Karl Byleen, Christopher Stocker (2018): College Mathematics for Business, Economics, Life Sciences, and Social Sciences 14th Edition. Pearson, New York.
Online Web Sites	None
Others (Specify)	None

XIII. Facilities required for teaching and learning

Facility	Lecture	Class	Lab	Admin
White Board	√	√		
PC/Laptop	√	√		
Data-Show	√	√		
Laser Pointer				
Internet				
Printer	√			
Copier	√			
McGraw-Hill Connect				
Moodle	√			
Zoom				
Software Packages				
Laboratories				

Course coordinator	Head of the Department
Name: Dr. Samah Abo-elhadid	***Name:*** *Prof.ALtahra ELsayed Hemaya*
Signature: Samah Abo-elhadid	***Signature:*** *ALtahra ELsayed Hemaya*
Date: *10/2023*	***Date:*** *10/2023*

Course Specification2023/2024

I. Basic Information

Course Code	**ACC101**	**Course Name**	Financial Accounting, 1
Level/ semester	**1 /1**	**Specialization**	**Business Administration- General**
Department Offering the Course	**Accounting**		
Credit Hours	***Credit Hours***		

Total Credit Hours	Theoretical	Tutorial	Laboratory
3	3	1	-

Contact Hours

Contact Hours	Theoretical	Tutorial	Laboratory
4	3	1	-

Course Prerequisite(s)	**N/A**
Approval Date Of course Specification	**10 /2023**

II. Course Contents

This is the first course in accounting. It begins with the definition of accounting, types of accounting, basic concepts of accounting, and covers basic accounting topics. Emphasis is on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. The course covers (Introduction to accounting - Financial transactions & Accounting equation General journal & Trial balance – Special journals –Adjustments & Adjusting entries – Financial statements – Closing entries). In addition, part of the course is to train students on how to make article reviews and write essays related to the course.

III. Course Aims

Equip students with foundational accounting knowledge, including key concepts, financial components, bookkeeping, error identification, and basic financial statement preparation and interpretation.

IV. Program ILOs Covered by the Course

Program ILOs Covered by the Course			
Knowledge and Understanding	**Intellectual Skills**	**Practical /Professional Skills**	**General and Transferable Skills**
1/1,1/2,1/5	**2/2**	**3/1,3/8**	**4/1,4/1,4/3,4/6,4/10**

V. Course Intended Learning Outcomes (ILOs)

The Intended Learning Outcomes (ILOs) are listed under four headings:

a. Knowledge and Understanding

On completing the course, the student should be able to:

a1. Recall the debits and credits procedures to relate their uses in recording business transactions.
a2. List the essential steps in accounting recording of economic events to users
a3. Explain the general journal and ledger components.
a4. Underline the four financial statements.
a5. Name the adjusting and closing entries and prepare the four financial statements.

b. Intellectual Skills

On completing the course, the student should be able to:

b1. Analyze the economic events and relate their impact on the accounting equation.
b2. Use all the related accounting methods, techniques, procedures, and models in the different fields.
b3. Distinguish the accrual and cash accounting basis.
b4. Interpret the steps of the accounting cycle.

c. Practical / Professional Skills

On completing the course, the student should be able to:

c1. Apply the Journalizing for the basic business transactions and posting to the ledger accounts.
c2. Employ the adjusting entries for revenue and expense deferrals and accruals
c3. Prepare the necessary entries for closing to prepare financial statements.

d. General and Transferable Skills

On completing the course, the student should be able to:

d1. Work in a team as a member and a leader.
d2. Improve knowledge and intellectual skill through continuous self-learning
d3. Use the accounting software efficiently and effectively.

VI. Course Contents Distribution

Weak.	Course Topics	Teaching Hours	
		Lec.	Tut.
1	What is Accounting? & The Building Blocks of Accounting	3	1
2	The Basic Accounting Equation & Using the basic accounting Equation	3	1
3	Financial Statements	3	1
4	Debits and Credits and Expansion of basic equation	3	1
5	Steps of Recording Process (journalizing)	3	1
6	Journalizing (Investment by owner, purchase of assets)	3	1
7	Journalizing (Revenues, expenses, Drawings) **Posting to ledger**	3	1
8	**Midterm**	3	1
9	Summarizing (Trial Balance and its limitations)	3	1
10	Adjusting Entries (Accruals vs Cash basis Accounting)	3	1
11	Adjusting Entries for Deferrals	3	1
12	Adjusting Entries for Accruals	3	1

Weak.	Course Topics	Teaching Hours	
		Lec.	Tut.
13	Worksheet (adjusted trial balance and financial statements)	3	1
14	Closing entries	3	1
15	Final Exams	-	-

VII. Course Matrix Content

Main Topic	Course ILOs Covered by Topic (By ILO Code)			
	K.U.	I.S	P.P.S.	G.T. S
Accounting in Action	a1, a2, a3, a4, a5	b1	c1	d1
The Recording Process	a4, a5	b2	c2, c3	d1, d2
Adjusting the Accounts	a4, a5	b3	c2, c3	d1, d2, d3
Completing the Accounting Cycle	a3, a5	b4	-	d1, d2, d3

- **K.U.: Knowledge and Understanding**
- **I.S: intellectual skills.**
- **P.P.S.: Practical / Professional Skills.**
- **G.T. S: General and Transferable Skills.**

VIII. Teaching and Learning Methods

IX. Teaching and Learning Methods	Selected Methods	Course ILOs			
		Knowledge and Understanding Skills	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills
Interactive Lectures	√	√	√		√
Discussion	√	√	√		√
Brainstorming	√	√	√		√
Case study	√	√	√	√	√
Problem Solving	√	√	√	√	√
Self-Learning: workshops- Projects - Research –Reports – assignments – presentations	√	√	√	√	√
hybrid (Blended) education (if applied)					
Modeling – simulation – role play					
Demonstrations					
Practical (lab) / applications					
Asynchronous Learning (PDF, PowerPoint, Lecture videos)	√	√	√		

X. Teaching and Learning Methods for special needs:

Differentiated Instruction – Multisensory Approaches – Adaptive Technologies – Individualized Support.

XI. Assessment Methods – ILOs Matrix

Assessment Methods		Course ILOs			
		Knowledge and understanding	**Intellectual Skills**	**Practical / Professional Skills**	**General and Transferable Skills**
Class Works	**Individual and Group Assignments**	a1-a5	b1-b3	c1-c3	d1, d2, d3
	Tasks and Reports	-	-	c1, c2, c3	d1, d2, d3
	Quizzes	a1-a5	b1-b4	c1-c3	-
written	**Mid term**	a1-a3	b2	c1-c3	-
	Final Exam	a1-a4	b1-b4	c1-c3	-

I. Grade and weight of assessments

Assessment Methods		Time	Assessment Grades	Weight %
Class Work	Individual and Group Assignments	All over the semester	10	10%
	Participation (Tasks, project, Reports, Presentation)		10	10%
	Lab Test	-	-	
	Quizzes	All over the semester	10	10%
Mid-term		Week 8	20	20%
Sub-Total			**50**	50%
Final Exam		**Weeks 14-15**	**50**	50%
Total			**100**	**100%**

III. References

Course Notes	Lecture slides are available on the Students Learning Management System (Moodle).
Essential Textbooks	Weygandt, J. J., Kimmel, P. D., & Kieso, D. E. (2012). *Accounting principles* (10th ed.). John Wiley & Sons.
Extra Recommended Books	Weygandt, J. J., Kimmel, P. D., & Mitchell, J. E. (2020). *Accounting principles* (14th ed.). Wiley.
Online Web Sites	https://www.principlesofaccounting.com/

IV. Facilities required for teaching and learning

Facility	Lecture	Class	Lab	Admin
White Board	√	√		
PC/Laptop	√	√		
Data-Show	√	√		
Laser Pointer				
Internet	√			
Printer	√			
Copier	√			
McGraw-Hill Connect				
Moodle	√			
Zoom				
Software Packages				
Laboratories				

Course coordinator	Head of the Department
Name: Dr. Nehad Hosny Yusuf	***Name: Prof.ALtahra ELsayed Hemaya***
Signature: Nehad Hosny Yusuf	***Signature: ALtahra ELsayed Hemaya***
Date: *10/2023*	***Date:*** *10/2023*

Course Specification 2023/2024

I. Basic Information

Course Code	**MGT101**	**Course Name**	**Introduction to Management**
Level/ semester	1/1	**Specialization**	**All majors**
Department Offering the Course	**Business Administration**		
Credit Hours	***Credit Hours***		

Total Credit Hours	**Theoretical**	**Tutorial**	**Laboratory**
3	**3**	**-**	**-**

Contact Hours

Contact Hours	**Theoretical**	**Tutorial**	**Laboratory**
4	**3**	**1**	**-**

Course Prerequisite(s)	**none**
Approval Date Of course Specification	**10/2023**

II. Course Contents

This course introduces students to basic management concepts, and critical thinking abilities that are essential for theory and application in the field study. The course covers introduction to organizations and the nature of management. It examines the evolution of management theory, organizational environments, corporate social responsibility and ethics. Course also investigates in detail the four basic functions of management; namely planning, organizing, leading and controlling. In addition, part of the course is to train students on how to make article reviews and write essays related to the course.

III. Course Aims

Upon successful completion of the course the student will be able to:
Understand traditional business functional areas and how these functions are leveraged in organizations, as well as Identifying managerial activities that contribute to managerial effectiveness, and demonstrating critical thinking and problem solving by giving diverse examples, exercises and applications

IV. Program ILOs Covered by the Course

Program ILOs Covered by the Course			
Knowledge and Understanding	**Intellectual Skills**	**Practical / Professional Skills**	**General and Transferable Skills**
1/1,1/2,1/4,1/8,1/12	**2/2,2/5,2/9**	**3/1,3/2,3/3,3/7,3/10,3/11**	**4/1,4/2,4/3,4/4,4/5,4/6,4/7,4/8**

V. Course Intended Learning Outcomes (ILOs)

The Intended Learning Outcomes (ILOs) are listed under four headings:

a. Knowledge and Understanding

On completing the course, the student should be able to:

a1 describe the international business environment in which mangers operate.
a2 discuss the application of business concepts to specialist aspects of business.
a3 Identify the development of business strategy within local and international context.

b. Intellectual Skills

On completing the course, the student should be able to

b1 select the suitable business concepts to a range of specific organisational scenarios.
b2 suggest appropriate solutions to complex business problems.
b3 Evaluate the effectiveness of business activity.

c. Practical / Professional Skills

On completing the course, the student should be able to:

c1- Analyse operational situations and devise approaches that may improve performance of the business aspects of an organisation.

c2- Generate ideas for new business activity and evaluate the feasibility of those ideas.
c3- Evaluate the business environment and make judgements as to how business activity might be adjusted to respond to those changes.
c4- Act independently in constructing own learning models, plan and undertake tasks, and accept accountability for own learning decisions.
c5- apply appropriate methodologies using a variety of sourcesto different business issues which require research.

d. General and Transferable Skills

On completing the course, the student should be able to:

d1- work as a part of teamwork.
d2- Use internet in research and communications.
d3- Communicate with others on scientific basis.

VI. Course Contents Distribution

Weak.	Course Topics	Teaching Hours	
		Lec.	Tut.
1	Course description	3	1
2	Introduction to Management	3	1
3	The Historical Roots of Management	3	1
4	Revision and case study	3	1
5	Social responsibility	3	1
6	Managing in a Global Environment	3	1
7	Revision and case study	3	1
8	**Mid Term exam**		
9	Planning	3	1
10	Organizing	3	1
11	Revision and case study	3	1

Weak.	Course Topics	Teaching Hours	
		Lec.	Tut.
12	leadership	3	1
13	Controlling	3	1
14	Revision and case study	3	1
15-16	**Final Exam**		

VII. Course Matrix Content

Main Topic	Course ILOs Covered by Topic (By ILO Code)			
	K.U.	I.S	P.P.S.	G.T. S
Introduction to Management	a1,a2	b1		
The Historical Roots of Management	a1,a2	b1		
Revision and case study		b2,b3	c1,c2,c3	d1,d2,d3
Social responsibility	a3	b1	c2	
Managing in a Global Environment	a2,a4	b1	c1	
Revision and case study		b2,b3	c1:c5	d1,d2,d3
Planning	a3	b1	c2	
Organizing	a3	b2	c2	
Revision and case study		b2,b3	c3	d1,d2,d3
Leading	a4	b1	c2	
Controlling	a4	b2		
Revision and case study		b2,b3	c1:c5	d1,d2,d3

- **K.U.:** Knowledge and Understanding
- **I.S:** Intellectual Skills
- **P.P.S.:** Practical / Professional Skills
- **G.T.S:** General and Transferable Skills

VIII. Teaching and Learning Methods

Teaching and Learning Methods	Selected Methods	Course ILOs			
		Knowledge and Understanding Skills	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills
Interactive Lectures	√	√	√		√
Discussion	√	√	√		√
Brainstorming	√	√	√		√
Case study	√	√	√	√	√
Problem Solving	√	√	√	√	
Self-Learning: workshops- Projects - Research –Reports – assignments – presentations	√	√	√	√	√
hybrid (Blended) education (if applied)					
Modeling – simulation – role play					
Demonstrations					
Practical (lab) / applications					
Asynchronous Learning (PDF, PowerPoint, Lecture videos)	√	√	√		

IX. Teaching and Learning Methods for special needs

Office Hours

X. Assessment Methods– ILOs Matrix

Assessment Methods		Course ILOs			
		Knowledge and understanding	**Intellectual Skills**	**Practical / Professional Skills**	**General and Transferable Skills**
Classwork	**Assignments**	a1,a2,a3	b1,b2,b3	c1,c2,c3,c4,c4,c5	d1,d2,d3
	Quizzes	a1,a2,a3			
	Participation (Tasks, project, Reports)	a1,a2,a3	b2,b3	c1,c2,c3,c4,c4,c5	d1,d2,d3
	Mid term	a1,a2,a3	b1		
	Final Exam	a1,a2,a3	b1		

XI. Grade and weight of assessments

Assessment Methods		**Time**	Assessment Grades	Weight%
Class Work	Individual and Group Assignments	Week 7, 14	10	10%
	Participation (Tasks, project, Reports)	Week 14	10	10%
	Lab Test	-	-	-
	Quizzes	Week 4, 11	10	10%
Mid-term		Week 8	20	20%
Sub-Total			**50**	**50%**
Final Exam		**Weeks 15-16**	**50**	50%
Total			**100**	**100%**

XII. References

Essential Textbooks	Robbins, S., Coulter, M., Cenzo, D. (2017). " Fundamentals of Management." 10th Edition, Pearson.
Course Notes	Slides of the Lectures is available on the Students Learning Management System (Moodle)
Extra Recommended Books	Ebert, R., & Griffin, R. (2019). "Business essentials." 12th Edition, Pearson.
Online Web Sites	Journal of Management: https://journals.sagepub.com/home/jom Journal of Management Studies: https://onlinelibrary.wiley.com/journal/14676486 https://www.ekb.eg/ar/home
Others (Specify)	

XIII. Facilities required for teaching and learning

Facility	Lecture	Class	Lab	Admin
White Board	✓	✓		
PC/Laptop	✓	✓		
Data-Show	✓	✓		
Laser Pointer	✓	✓		
Internet	✓	✓		
Printer				
Copier				
McGraw-Hill Connect				
Moodle	✓	✓		
Zoom	✓	✓		
Software Packages				
Laboratories				

Course coordinator	Head of the Department
Name: Dr. Mona Mussa	***Name:*** *Ass* Prof.Osama Wagdy.
Signature: Mona Mussa	***Signature:*** Osama Wagdy.
Date: *10/2023*	***Date:*** *10/2023*

Course Specification2023/2024

I. Basic Information

Course Code	**POL.101**	**Course Name**	**Principles of Political Science**
Level/Semester	**1/1**	**Specialization**	**All Programs**
Department Offering the Course	**General**		

Credit Hours

Credit Hours

Total Credit Hours:3

Theoretical	Tutorial	Laboratory
3	1	-

Contact Hours

Contact Hours:4

Theoretical	Tutorial	Laboratory
3	1	-

Course Prerequisite(s)	**----**
Approval Date Of course Specification	**10 /2023**

II. Course Contents

The student examines the concepts and methodology of Political Science as well as the various fields of the discipline including American politics, comparative politics, international politics, political philosophy and the origins of our political values. Students analyze political ideas, theories, ideologies, systems and policies in order to focus on and investigate political problems on a national and global level as well as define central concepts related to the study of political science. In addition, part of the course is to train students on how to make article reviews and write essays related to the course.

III. Course Aims

Upon successful completion of the course the student will be able to understand the principles of political science as an important introduction to study other advanced courses in political science.

IV. Program ILOs Covered by the Course

Program ILOs Covered by the Course			
Knowledge and Understanding	**Intellectual Skills**	**Practical / Professional Skills**	**General and Transferable Skills**
1/12	**2/1,2/2,2/3,2/4,**	**-**	**4/2,4/3,4/4,4/5,4/6,4/10**

V. Course Intended Learning Outcomes (ILOs)

The Intended Learning Outcomes (ILOs) are listed under four headings:

a. Knowledge and Understanding

On completing the course, the student should be able to:

a1. **Identify the meaning and the scopes of political Science as a field of study.**
a2. **Explain the basic principles, theories, trends, in political science.**
a3. **Discuss the function and role of political science in our daily life.**
a4. **Define the prominent concepts in political such as power, legitimacy, and elections.**
a5. **Describe various perspectives used in dealing with different political phenomenon.**

b. Intellectual Skills

On completing the course, the student should be able to:

b1. Evaluate the role of various political institutions in dealing with contemporary political phenomenon that occur within the state.
b2. Compare between comparative politics, international relations, and political theory as subfields of political science.
b3. Analyze the influence of political parties, interest groups, mass media, and public opinion on political leader attitudes.
b4. Differentiate politics and political science.
b5. Interpret the differences between democratic, undemocratic, and hybrid regimes.

c. Practical / Professional Skills

On completing the course, the student should be able to:

C1. Prepare and provide reports on daily problems by using different concepts and theories of political science.
C2. Develop realistic solutions for political problems and issues.
C3 Use and employ research results of in providing recommendations to help the policy makers.

d. General and Transferable Skills

On completing the course, the student should be able to:

d1. Develop capacity to work in team and independently.
d2. Use internet to perform credible political thought researches.
d3. Develop ability to display, present, and dialogue.

VI. Course Contents Distribution

Week	Course Topics	Teaching Hours	
		Lec.	Tut.
1	An Introduction on political science	3	1
2	The state and its elements	3	1
3	Political Regimes	3	1
4	Governments, Political Leadership & Legitimacy	3	1
5	Contemporary Political Ideologies	3	1
6	Political Parties, party systems, and elections	3	1
7	Interest (Pressure) Groups	3	1
	Formative Exam		
8	Mid Term exam		
9	Civil Society	3	1
10	Public Opinion	3	1
11	Mass Media	3	1

12	Power concept in Political Science	3	1
13	Revision	3	
14	Formative Exam	3	
15-16	Final Exam		

VII. Course Matrix Content

Main Topic	Course ILOs Covered by Topic (By ILO Code)			
	K.U.	I.S	P.P.S.	G.T. S
An Introduction on political science	a1,a2,a3, a5	b2, b4	-	-
The state and its elements	a3, a4	b1	c1, c2	d1
Political Regimes	a2,a4	b5	c1, c2	d2
Governments, Political Leadership & Legitimacy	a2, a4	b4	c3	d1
Contemporary Political Ideologies	a4, a5	b1, b4	-	d1, d3
Political Parties, Party systems, and Elections	a3-a5	b1, b3, b5	c1	d1
Interest (Pressure) Groups	a4, a5	b1, b3	c1	d2, d3
Civil Society	a4, a5	b1, b3	c1	d3
Public Opinion	a4, a5	b1, b3	c1	d3
Mass Media	a4, a5	b1, b3	c1	d3
Power concept in Political Science	a4	b4	c1-c2-c3	d1, d2, d3

- K.U.: Knowledge and Understanding
- I.S: intellectual skills.
- P.P.S.: Practical / Professional Skills.
- G.T. S: General and Transferable Skills.

VIII. Teaching and Learning Methods

Teaching and Learning Methods		Course ILOs			
	Selected Methods	Knowledge and Understanding Skills	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills
Interactive Lectures	√	√	√		√
Discussion	√	√	√		√
Brainstorming	√	√	√		√
Case study	√	√	√	√	√
Problem Solving					
Self-Learning: workshops- Projects - Research –Reports – assignments – presentations	√	√	√	√	√
hybrid (Blended) education (if applied)					
Modeling – simulation – role play					
Demonstrations	√			√	√
Practical (lab) / applications					
Asynchronous Learning (PDF, PowerPoint, Lecture videos)	√	√	√		

IX. Teaching and learning methods for special needs:

Extra lecture during office hours - Asynchronous Learning (PDF, PowerPoint, Lecture videos).

X. Assessment Methods – ILOs Matrix

Assessment Methods		Course ILOs			
		Knowledge and understanding	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills
Class Works	Individual and Group Assignments	a1-a5	b1-b5	c1-c3	d1-d3
	Tasks and Reports	a1-a5	b1-b5		d1- d3
	Quizzes	a1-a5	b1-b5	c1-c3	-
	Mid term	a1-a3	b1-b3	c1-c2	-
	Final Exam	a1-a5	b1-b5	c1-c3	-

XI. Grade and weight of assessments

Assessment Methods		Assessment Grades	Weight %
Class Work	Individual and Group Assignments	10	10%
	Participation (Tasks, project, Reports)	10	10%
	Lab Test	-	
	Quizzes	10	10%
Mid-term		20	20%
Sub-Total		50	50%
Final Exam		50	50%
Total		100	100%

V. References

Essential Textbooks	**Krupavičius, A., Isoda, V., and Vaišnoras, T. (2013). Introduction to comparative politics: Dialectical Guidelines, Vytautas Magnus University**
Extra Recommended Books	**Grigsby, E. (2015). Analyzing Politics : An Introduction to Political Science, Fifth Edition, Wadsworth, A division of Cengage Learning, Inc.**
Course Notes	**Lecture slides are available on the Students Learning Management System (Moodle).**
Online Web Sites	**https://www.ekb.eg/ar/home**
Others (Specify)	**None**

VI. Facilities required for teaching and learning

Facility	Lecture	Class	Lab	Admin
White Board	√	√		
PC/Laptop	√	√		
Data-Show	√	√		
Laser Pointer				
Internet				
Printer	√			
Copier	√			
McGraw-Hill Connect				
Moodle	√			
Zoom				
Software Packages				
Laboratories				

Course coordinator	Head of the Department
Name: **Dr. Ahmed Elbassoussy**	***Name: Prof.ALtahra ELsayed Hemaya***
Signature: **Ahmed Elbassoussy**	***Signature: ALtahra ELsayed Hemaya***
Date: 10/2023	***Date: 10/2023***

Course Specification 2023/2024

XI. Basic Information

Course Code	**HM003**	**Course Name**	**English 1**
Level/ Semester	**1 /1**	**Specialization**	**All Programs**
Department Offering the Course	**English Department (Faculty of Al-Alsun and Technical Languages)**		

Credit Hours

Total Credit Hours	Theoretical	Tutorial	Laboratory
2	2	-	-

Contact Hours

Contact Hours	Theoretical	Tutorial	Laboratory
2	2	-	-

Course Prerequisite(s)	**NA**
Approval Date of course Specification	**10 /2023**

XII. Course Contents

Introduction - characteristics of technical English language – revision of English grammar – some styles of writing – characteristics of effective sentences – common faults in writing of sentences in English language – construction of paragraphs: main idea – methods of presentation of main idea – types of paragraphs. In addition, reading activities and general vocabulary.

XIII. Course Aims

Upon successfully completing the course, students will be able:

To increase the academic and general competence of the students in the four language skills (Listening, speaking, reading, and writing) and set them on right track related to their professional careers.

XIV. Program ILOs Covered by the Course

Program ILOs Covered by the Course			
Knowledge and Understanding Skills	**Intellectual Skills**	**Practical / professional Skills**	**General and Transferable Skills**
1/1, 1/3	**2/1**	**3/3, 3/15**	**4/1, 4/2, 4/3, 4/4, 4/6, 4/10**

XV. Course Intended Learning Outcomes (ILOs)

The Intended Learning Outcomes (ILOs) are listed under four headings:

a. Knowledge and Understanding

On completing the course, the student should be able to:

a1. Underline the types of word categories.
a2. Identify prepositions of time and place
a3. List the main features and rules of writing
a4. Identify the rules of verb tenses to form correct English sentences.
a5. Discuss characteristics of technical English language

b. Intellectual Skills

On completing the course, the student should be able to:

b1. Differentiate between the types of word categories (nouns, verbs, adjectives and adverbs).
b2. Analyze the use of tenses.
b3. Distinguish between the four types of sentence structure in writing
b4. Compare compound and complex sentences.
b5. Differentiate between the common mistakes in “collocation” the usage of “make and do”.

c. Practical / Professional Skills

On completing the course, the student should be able to:

c1. Practice Listening on English Passages.
c2. Practice speaking about different topics.

c3. Read and inference the meaning from the written text by using (scan-skim).
c4. write a paragraph to apply the main features and rules of writing
c5. Use different conjunctions to make compound sentences.
c6. Apply the rules of verb tenses to form sentences.

d. General and Transferable Skills

On completing the course, the student should be able to:

d1. Manage tasks and deadlines effectively.
d2. Encourage development and continuous improvement in the workplace.
d3. Employ the English language effectively in all tasks.
d4. Communicate with others using correct English language.

XVI. Course Contents Distribution

Week.	Course Topics	Teaching Hours	
		Lec.	Tut.
1	-Revision of English grammar: part of speech 1 ▪ underline the types of nouns and types of verbs. ▪ Practice sheet (apply on grammatical rule) -Speaking skills: ▪ Practice on different topics and correct pronunciation.	2	-
2	-Revision of English grammar: part of speech 2 ▪ adjectives, adverbs, determiners, and pronouns ▪ Practice sheet (apply on grammatical rule) -Listening skills: Playing videos (get the ideas, locating the aim of each listening. get the intonation and pronunciation)	2	-
3	-Revision of English grammar: part of speech 3 ▪ Prepositions of time and place ▪ Practice sheet (apply on grammatical rule) - Reading skills: ▪ practice the three steps of listening “scan, skim, and detail”	2	-
4	- Grammar: ▪ The four types of sentence structure ▪ Practice sheet (apply on grammatical rule) -Speaking skills: ▪ Explaining and practicing correct pronunciation.	2	-

Week.	Course Topics	Teaching Hours	
		Lec.	Tut.
5	-Grammar: ▪ Present simple and continuous ▪ Practice sheet (apply on grammatical rule) -Listening skills: ▪ Playing videos (get the ideas, get the intonation and pronunciation)	2	-
6	-Grammar: ▪ Past simple and continuous, and Quiz on covered materials. ▪ Practice sheet (apply on grammatical rule) -Reading skills: ▪ practice the three steps of listening "scan, skim, and detail"	2	-
7	-Recognize the characteristics of effective sentences in technical writing and discuss some of the common mistakes in "collocation". ▪ Ex the usage of "make and do" and phrasal verbs.	2	-
8	**Mid Term Exam**		
9	How to write an Email - Technical writing: ▪ recognize the main features and rules of writing about technical subjects concerning the form and the content.	2	-
10	Grammar: ▪ Future simple ▪ Practice sheet (apply on grammatical rule) Reading comprehension (Banking): ▪ reading and discussion for a text from "Reading Comprehension"	2	-
11	construction of paragraphs: ▪ Opening sentence of the paragraph, topic sentence.	2	-
12	construction of paragraphs: ▪ supporting and conclusion sentence.	2	-
13	Reading activities and general vocabulary: (text) The Basics of Time Management.	2	-
14	Revision	2	-
15-16	**Final Exam**		

XVII. Course Matrix Content with ILOs

Main Topic	Course ILOs Covered by Topic (By ILO Code)			
	K.U.	I.S	P.P.S.	G.T.S
-Revision of English grammar: part of speech 1 ▪ underline the types of nouns and types of verbs. ▪ Practice sheet (apply on grammatical rule) -Speaking skills: ▪ Practice on different topics and correct pronunciation.	a1, a3 a4	b1	c2,	d1. d4
-Revision of English grammar: part of speech 2 ▪ adjectives, adverbs, determiners, and pronouns ▪ Practice sheet (apply on grammatical rule) -Listening skills: Playing videos (get the ideas, locating the aim of each listening. get the intonation and pronunciation)	a1, a4	b1, b2,	c1, c6	d2, d3, d4
-Revision of English grammar: part of speech 3 ▪ Prepositions of time and place ▪ Practice sheet (apply on grammatical rule) - Reading skills: ▪ practice the three steps of listening "scan, skim, and detail"	a1, a2,	b1	c3 c6	d4
- Grammar: ▪ The four types of sentence structure ▪ Practice sheet (apply on grammatical rule) -Speaking skills: ▪ Explaining and practicing correct pronunciation.	a1, a2, a3, a4	b1, b2, b3, b4	c2, c5 c6	d1, d4
-Grammar: ▪ Present simple and continuous ▪ Practice sheet (apply on grammatical rule)	a1, a2, a4,	B1, b2, b3	c1, c6	d1, d2, d3, d4

-Listening skills: ▪ **Playing videos (get the ideas, get the intonation and pronunciation)**				
-Recognize the characteristics of effective sentences in technical writing and discuss some of the common mistakes in "collocation". ▪ **Ex the usage of "make and do" and phrasal verbs.**	a1, a2, a3, a4,	b1, b3, b5	c5, c6	d1, d2, d3, d4
How to write an Email - Technical writing: ▪ **recognize the main features and rules of writing about technical subjects concerning the form and the content**	a1, a2, a3, a4, a5	b1, b2, b3, b4	c4, c5, c6	d1, d2, d3,d4
Grammar: ▪ **Future simple** ▪ **Practice sheet (apply on grammatical rule)** **Reading comprehension (Banking):** ▪ **reading and discussion for a text from "Reading Comprehension"**	a1, a2, a4, a5	a1, a2, a3, a4	c4, c3, c6	d1, d3, d4
construction of paragraphs: ▪ **Opening sentence of the paragraph, topic sentence**	A1, a2, a3, a4, a5	b1, b2, b3, b4	c4, c5, c6	d1, d2, d3, d4
construction of paragraphs: ▪ **supporting and conclusion sentence.**	A1, a2, a3, a4, a5	b1, b2, b3, b4	c4, c5, c6	d1, d2, d3, d4
Reading activities and general vocabulary: ▪ **(text) The Basics of Time Management**	A1, a2, a3, a4, a5	b1, b2, b3, b4	c3, c4, c5, c6	d2
• **K.U.: Knowledge and Understanding** • **I.S: intellectual skills.** • **P.P.S.: Practical / Professional Skills.** • **G.T. S: General and Transferable Skills.**				

XVIII. Teaching and Learning Methods

Teaching and Learning Methods	Selected Methods	Course ILOs			
		Knowledge and Understanding Skills	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills
Interactive Lectures	√	√	√		√
Discussion	√	√	√		√
Brainstorming	√	√	√		√
Case study					
Problem Solving					
Self-Learning: workshops- Projects - Research – Reports – assignments – presentations	√	√	√	√	√
hybrid (Blended) education (if applied)					
Modeling – simulation – role play					
Demonstrations	√			√	√
Practical (lab) / applications					
Asynchronous Learning (PDF, PowerPoint, Lecture videos)	√	√	√		

XIX. Teaching and Learning Methods for special needs:

Office hours - academic advisor - Asynchronous Learning

XX. Assessment Methods – ILOs Matrix

Assessment Methods	Course ILOs			
	Knowledge and understandi	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills

		ng			
Class Works	**Individual Assignments**	√	√		
	Participation				√
	Quizzes	√	√		
written	**Mid term**	√	√		
	Final Exam	√	√		

XXI. Grade and weight of assessments

Assessment Methods		**Time**	**Assessment Grades**	**Weight %**
Class Work	Individual Assignments	All over the semester	10	10%
	Participation		10	10%
	Lab Test	-	-	-
	Quizzes	All over the semester	10	10%
Mid-term		Week 8	20	20%
Sub-Total			**50**	50%
Final Exam		**Weeks 15-16**	**50**	50%
Total			**100**	**100%**

VII. References

Course Notes	Lecture slides are available on the Students Learning Management System (Moodle).
Essential Textbooks	Fawzy, A. (2023). *English 1*. Utopia company.

Extra Recommended Books	
Online Web Sites	https://www.ekb.eg/ar/home

VIII. Facilities required for teaching and learning.

Facility	Lecture	Class	Lab	Admin
White Board	√	√		
PC/Laptop	√	√		
Data-Show	√	√		
Laser Pointer				
Internet	√			
Printer				
Copier				
McGraw-Hill Connect				
Moodle	√			
Zoom				
Software Packages				
Laboratories				

Course coordinator	Head of the Department
Name: *Dr. Menna Allah Medhat*	***Name: Dr.*** *Hoda Ali*
Signature: Menna Allah Medhat	***Signature: Hoda Ali***
Date: *10/2023*	***Date:*** *10/2023*

Semester 2

Course Specification2023/2024

I. Basic Information

Course Code	**ECO 102**	**Course Name**	**Introduction to Macroeconomics**
Level/ Semester	**1 /2**	**Specialization**	**All Programs**
Department Offering the Course	**Economics**		

Credit Hours

Credit Hours

Total Credit Hours	Theoretical	Tutorial	Laboratory
3	3	1	-

Contact Hours

Contact Hours	Theoretical	Tutorial	Laboratory
4	3	1	-

Course Prerequisite(s)	-
Approval Date of course Specification	**10 /2023**

II. Course Contents

This course is designed to provide students with an understanding of basic macroeconomic concepts. The course also presents methods of economic analysis of the relationships between macroeconomic variables. This includes definitions, national income, gross domestic product (GDP), aggregate demand, aggregate supply, aggregate expenditure, consumption, investment, government expenditure, and net exports, also their role in measuring and the determination of the equilibrium levels of national income according to the simple Keynesian model. It also covers the multiplier and the change in national income. The course also covers the main macroeconomic problems: employment, inflation, and the roles of fiscal policy

(government expenditure and taxation) and monetary policy. In addition, part of the course is to train students on how to make article reviews and write essays related to the course.

III. Course Aims

Upon successfully completing the course, students will be:

The course aims to equip students with foundational knowledge of macroeconomic concepts, including inflation, unemployment, and GDP calculation, while fostering lifelong learning and contributing to advancements in the economics field.

IV. Program ILOs Covered by the Course

Program ILOs Covered by the Course			
Knowledge and Understanding Skills	**Intellectual Skills**	**Practical / professional Skills**	**General and Transferable Skills**
1/3, 1/4,1/7,1/11,1/12	**2/1,2/8,2/9**	**3/2,3/5,3/8,3/11,3/14,3/15**	**4/1,4/3,4/2,4/5 ,4/9,4/10,4/11**

V. Course Intended Learning Outcomes (ILOs)

The Intended Learning Outcomes (ILOs) are listed under four headings:

a. Knowledge and Understanding

On completing the course, the student should be able to:

a1 Outline the fundamental concepts and principles of macroeconomics.
a2 Identify macroeconomic principles national income, unemployment, Inflation, influence decision-making.
a3 Discuss the role and purpose of economic policies such as fiscal and monetary policies.
a4 Explore basic methods of analysis using equations, and diagrams and economic terminologies.

b. Intellectual Skills

On completing the course, the student should be able to:

b1 Interpret main macroeconomic principles in addressing real-world situations and policy issues.

b2 Classify different macroeconomic methodological tools into equations and diagrammatic categories for explaining macroeconomic phenomena.
b3 analyse the gap between macroeconomics and other social sciences to inform decision-making.

c. Practical / professional Skills

On completing the course, the student should be able to:

c1 Enhance decision-making by developing strong skills in numeracy, literacy, and information processing.
c2 Utilize both qualitative and quantitative skills to solve economic problems effectively
c3 Conduct basic aggregate supply and demand models to estimate how changes in aggregate markets affect prices and quantities.

d. General and Transferable Skills

On completing the course, the student should be able to:

d1 Gain experience with effective conceptual frameworks for solving problems and making decisions.
d2 Develop analytical reasoning skills, along with strong numerical and clear communication skills.
d3 Work both independently and collaboratively under pressure.

VI. Course Contents Distribution

week	Course Topic	Teaching hour	
		lecture	tutorial
1-3	Introduction, GDP, and measurements	9	3
4-5	**Nominal and real GDP**	6	2
6	**Unemployment**	3	1
7	**Inflation**	3	1
8	**Mid – term Exam**		
9-11	**Keynesian model**	9	3

week	Course Topic	Teaching hour	
		lecture	tutorial
12-13	Aggregate demand and aggregate supply and equilibrium.	6	2
14	Formative Exam.	3	
15-16	Final exam		
	Total hours	39	12

VII. Course Matrix Content

Main Topic	Course ILOs Covered by Topic (By ILO Code)			
	K.U.	I.S	P.P.S.	G.T. S
• Introduction, GDP definitions, circular flow model	a1,	b1	c1, c2	d1, d2, d3,
▪ Measuring GDP, Income approach and Expenditure approach	a2, a4	b2, b3	c1, c2	d1, d2, d3,
▪ Nominal and real GDP	a1, a2, a4	b2	c2	d1, d2, d3,
▪ Unemployment	a2, a4,	b2	c2	d1, d2, d3,
▪ Inflation	a2, a4	b2	c2	d1, d2, d3,
▪ Keynesian model, consumption function and saving function, and multiplier.	a1, a2, a3, a4	b1, b2,b3	c1, c2	d1, d2, d3,
▪ Aggregate demand and aggregate supply and equilibrium.	a1, a2, a3, a4	b1, b2,b3	c1, c2, c3	d1, d2, d3,

- K.U.: Knowledge and Understanding
- I.S: intellectual skills.
- P.P.S.: Practical / Professional Skills.
- G.T. S: General and Transferable Skills.

VIII. Teaching and Learning Methods

Teaching and Learning Methods		Course ILOs			
	Selected Methods	Knowledge and Understanding Skills	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills
Interactive Lectures	√	√	√		√
Discussion	√	√	√		√
Brainstorming	√	√	√		√
Case study					
Problem Solving	√	√	√	√	√
Self-Learning: workshops- Projects - Research –Reports – assignments – presentations	√	√	√	√	√
hybrid (Blended) education (if applied)					
Modeling – simulation – role play					
Demonstrations					
Practical (lab) / applications					
Asynchronous Learning (PDF, PowerPoint, Lecture videos)	√	√	√		

IX. Teaching and Learning Methods for special needs:

Academic Advising - additional Office Hours – concentrated Lecture – Asynchronous Learning.

X. Assessment Methods – ILOs Matrix

Assessment Methods		Course ILOs			
		Knowledge and understanding Skills	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills
Class Works	Individual and Group Assignments	a1, a2, a3, a4	b1, b2, b3	c1, c2, c3	d1, d2, d3,
	Quizzes	a1, a2, a3, a4	c1, c2, c3	c1, c2, c3	-
	Participation (Tasks, project, research, Reports - workshops)	-	-	-	d1, d2, d3,
Written Exam	Midterm Exam	a1, a2, a3, a4	c1, c2, c3	-	-
	Final Exam	a1, a2, a3, a4	c1, c2, c3	-	-

I. Grade and weight of assessments

Assessment Methods		Time	Assessment Grades	Weight %
Class Work	Individual and Group Assignments	All over the semester	10	10%
	Participation (lecture discussion)		10	10%
	Quizzes	All over the semester	10	10%
Mid-term		Week 8	20	20%
Sub-Total			**50**	50%
Final Exam		**Weeks 15-16**	**50**	50%
Total			**100**	**100%**

IX. References

Course Notes	Lecture slides are available on the Students Learning Management System (Moodle).
Essential Textbooks	Parkin, M. (2012). Macroeconomics (10th Edition). Pearson.
Extra Recommended Books	Blanchard, O. and David, R. (2012). Macroeconomics (6th Edition).
Online Web Sites	https://www.ekb.eg/ https://www.pearson.com/

X. Facilities required for teaching and learning.

Facility	Lecture	Class	Lab	Admin
White Board	√	√		
PC/Laptop	√	√		
Data-Show	√	√		
Laser Pointer				
Internet	√	√		
Printer				
Copier				
Moodle	√	√		
Zoom				
Software Packages				
Laboratories				

Course coordinator	Head of the Department
Name: Dr. Saad Samir Saad	***Name: Prof.ALtahra ELsayed Hemaya***
Signature: Saad Samir Saad	***Signature: ALtahra ELsayed Hemaya***
Date: *10/2023*	***Date:*** *10/2023*

Course Specification2023/2024

I. Basic Information

Course Code	**MTH102**	**Course Name**	**Financial Mathematics**
Level/ semester	**1/2**	**Specialization**	**General business administration**
Department Offering the Course	**Business Technology**		

Credit Hours

Credit Hours

Total Credit Hours	Theoretical	Tutorial	Laboratory
3	3	1	-

Contact Hours

Contact Hours	Theoretical	Tutorial	Laboratory
4	3	1	-

Course Prerequisite(s)	**MTH101**
Approval Date Of course Specification	**10 /2023**

II. Course Contents

This is an introductory course in Financial Mathematics. The students will learn about the different types of interests and their applications. The course covers (Simple interest rates and their applications - Discount Interest - Compound interest rates and their applications- Continuous Compounding -Annuities).

III. Course Aims

Upon successful completion of the course the student will be able to:

Calculate variables using both simple and compound interest; Construct loan repayment and amortization schedules; Calculate variables using annuities formulas, including bond market value calculations, and Solve common business problems employing mathematics of finance

IV. Program ILOs Covered by the Course

Program ILOs Covered by the Course			
Knowledge and Understanding	**Intellectual Skills**	**Practical / Professional Skills**	**General and Transferable Skills**
1/5	**2/1, 2/4, 2/6**	**3/9,3/10**	**4/1,4/4,4/5**

V. Course Intended Learning Outcomes (ILOs)

The Intended Learning Outcomes (ILOs) are listed under four headings:

a. Knowledge and Understanding

On completing the course, the student should be able to:

a1. Explain and compare different types of interest: simple vs compound interest.
a2. Discuss the relation between a present value, a set of cash flows and interest, as well as understand the interest rate risk.
a3. Identify different types of discount interest, nominal vs effective interest rates, rate vs force of interest, real vs money interest rates, the term structure of interest, as well as simple stochastic interest models.

b. Intellectual Skills

On completing the course, the student should be able to:

b1. Demonstrate an in-depth knowledge of financial market terminology, market structures and financial products.
b2. Develop an awareness of the issues currently faced by potential employers in the finance industry.
b3. Develop a systematic understanding of a specific topic in financial modelling, with an ability to

analyze critically the current research on that topic,

c. Practical / Professional Skills

On completing the course, the student should be able to:

c1. Differentiate between simple and compound interest.
c2. apply simple discount and bank discount.
c3. Demonstrate the properties of credit cards.
c4. Compute both simple ordinary annuities and annuities due.
c5. Analyze debt with simple interest and debt replacement.
c6. Present compound discount and present value.
c7. Compute both compound ordinary annuities and annuities due.
C8. Compute the Amortization of debt with compound interest.

d. General and Transferable Skills

On completing the course, the student should be able to:

d1. Interacte with other students through small group-based work.
d2. Present the ideas and findings to fellow students and tutors. This helps you to organize your thoughts and reflect on your understanding.
d3. Discuss ideas with tutors. Self- and staff-directed investigation is important to the development of learning autonomy. This culminates in the final year Project where you will work on a topic chosen in consultation with your Project Supervisor, who will guide you in your work on the Project.
d4. apply knowledge learned or taught within modules. The progression in the course from level to level ensures that earlier knowledge and skills are built on and developed.

VI. Course Contents Distribution

Weak.	Course Topics	Teaching Hours	
		Lec.	Tut.
1	➢ Simple Interest: c. Introduction d. Exact and Ordinary Interest e. Exact and Approximated time.	3	1
2	➢ Simple Discount d. Compute simple discount and proceeds with time in years. e. Compute simple discount and proceeds with time in months. f. Compute simple discount and proceeds, using a	3	1

	360-day year. g. Bank Discount h. Interest Rate Equivalent to A Bank Discount Rate		
3	➢ Annuities with simple interest rate a. Ordinary annuity b. Annuity due.	3	1
4	➢ Credit card: a. Introduction b. Differences between credit, debt& prepaid cards c. Parts of a Credit Card d. Types of credit cards e. Choosing a credit card	3	1
5	➢ Credit card: a. Using Credit Cards to Repay Loans b. Advantages and disadvantages of credit cards	3	1
6	➢ Simple Debt Amortization	3	1
7	➢ Revision ➢ Exercises	3	1
8	**Mid Term exam**		
9	➢ Simple Debt Replacement	3	1
10	➢ Compound Interest a. Compute compound interest with time in years. b. Compute compound interest with time in months. c. Compute compound interest with time in days.	3	1
11	➢ Compound Discount ➢ Present value and future value	3	1
12	➢ Annuities with compound interest rate a. Ordinary annuity b. Annuity due.	3	1
13	➢ Revision.	3	
14	➢ General quiz	3	
15-16	**Final Exam**		

VII. Course Matrix Content

Main Topic	Course ILOs Covered by Topic (By ILO Code)			
	K.U.	I.S	P.P.S.	G.T. S
➢ Simple Interest: a. Introduction b. Exact and Ordinary Interest c. Exact and Approximated time.	a1,a3	b1,b2	c1,c2,c3	d4
➢ Simple Discount a. Compute simple discount and proceeds with time in years. b. Compute simple discount and proceeds with time in months. c. Compute simple discount and proceeds, using a 360-day year. d. Bank Discount e. Interest Rate Equivalent to A Bank Discount Rate	a1,a2,a3	b1,b3	c5,c6	d1,d3,d4,d5
➢ Annuities with simple interest rate a. Ordinary annuity b. Annuity due.	a4	b1, b2	c3,c7	d1,d3,d4
➢ Credit card: 1. Introduction a. Differences between credit, debt& prepaid cards b. Parts of a Credit Card c. Types of credit cards d. Choosing a credit card e. Using Credit Cards to Repay Loans f. Advantages and disadvantages of credit cards	a1,a2,a3	b1,b3	c8	d1.d2,d3,d4
➢ Compound Interest a. Compute compound interest with time in years. b. Compute compound interest with time in months. c. Compute compound interest with time in days.	a1	b2,b3	c1.c2	d1,d3
➢ Compound Discount	a2,a3	b3	c4	d3,d4

➢ Present value and future value				
➢ Annuities with compound interest rate a. Ordinary annuity b. Annuity due.	a1,a3	b1	C3,c5	d2

- **K.U.: Knowledge and Understanding**
- **I.S: intellectual skills.**
- **P.P.S.: Practical / Professional Skills.**
- **G.T. S: General and Transferable Skills.**

VIII. Teaching and Learning Methods

Teaching and Learning Methods	Selected Methods	Course ILOs			
		Knowledge and Understanding Skills	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills
Interactive Lectures	√	√	√		√
Discussion	√	√	√		√
Brainstorming	√	√	√		√
Case study					
Problem Solving	√	√	√	√	√
Self-Learning: workshops- Projects - Research –Reports – assignments – presentations	√	√	√	√	√
hybrid (Blended) education (if applied)					
Modeling – simulation – role play					
Demonstrations				√	√
Practical (lab) / applications					
Asynchronous Learning (PDF, PowerPoint, Lecture videos)	√	√	√		

IX. Teaching and learning methods for special needs:

extra lecture during office hour -Asynchronous Learning (PDF, PowerPoint, Lecture

videos)

X. Assessment Methods – ILOs Matrix

Assessment Methods		Course ILOs			
		Knowledge and understanding	**Intellectual Skills**	**Practical / Professional Skills**	**General and Transferable Skills**
Class Works	**Individual and Group Assignments**	a1-a3	b1-b3	c1-8	d1-d4
	Tasks and Reports	a1-a3	b1-b3	c1-8	d1-d4
	Quizzes	a1-a3	b1-b3	c1-8	-
	Mid term	a1-a2	b1-b2	c1-5	-
	Final Exam	a1-a3	b1-b3	c1-8	-

XI. Grade and weight of assessments

Assessment Methods		Assessment Grades	Weight %
Class Work	Individual and Group Assignments	10	10%
	Participation (Tasks, project, Reports)	10	10%
	Lab Test	-	-
	Quizzes	10	10%
Mid-term		20	20%
Sub-Total		**50**	50%
Final Exam		**50**	50%
Total		**100**	**100%**

XII. References

Essential Textbooks	Robert Buchanan (2022): An Undergraduate Introduction to Financial Mathematics. *Millersville University, USA*)
Course Notes	Lecture slides are available on the Students Learning Management System (Moodle).
Extra Recommended Books	-
Online Web Sites	None
Others (Specify)	None

XIII. Facilities required for teaching and learning

Facility	Lecture	Class	Lab	Admin
White Board	√	√		
PC/Laptop	√	√		
Data-Show	√	√		
Laser Pointer				
Internet				
Printer	√			
Copier	√			
McGraw-Hill Connect				
Moodle	√			
Zoom				
Software Packages	√			
Laboratories				

Course coordinator	Head of the Department
Name: Dr. Samah Abo-elhadid	***Name:*** *Prof.ALtahra ELsayed Hemaya*
Signature: Samah Abo-elhadid	***Signature:*** *Prof.ALtahra ELsayed Hemaya*
Date: *10/2023*	***Date:*** *10/2023*

Course Specification2023/2024

I. Basic Information

Course Code	**ACC102**	**Course Name**	Financial Accounting, 2
Level/ semester	**1 /2**	**Specialization**	**Business Administration- General**
Department Offering the Course	**Accounting**		
Credit Hours	***Credit Hours***		

Total Credit Hours	Theoretical	Tutorial	Laboratory
3	3	1	-

Contact Hours

Contact Hours	Theoretical	Tutorial	Laboratory
4	3	1	-

Course Prerequisite(s)	**ACC101**
Approval Date Of course Specification	**/ 10 /2023**

II. Course Contents

The course concentrates on the foundations of financial accounting and includes an in-depth study of generally accepted accounting principles and concepts. Emphasis on the rules for compiling the financial information reflected in the financial statements. The course covers (Accounting for merchandising operations - Bank reconciliation - Accounting for receivables –Accounting for petty cash - Multiple-Step income statement - Accounting for plant assets - Intangible assets & natural recourses). In addition, part of the course is to train students on how to make article reviews and write essays related to the course.

III. Course Aims

Upon successful completion of the course the student will be able to:
understand of financial accounting principles, practical skills in preparing financial statements, and the ability to apply concepts to real-world scenarios, fostering critical thinking in financial reporting and analysis.

IV. Program ILOs Covered by the Course

Program ILOs Covered by the Course			
Knowledge and Understanding	**Intellectual Skills**	**Practical /Professional Skills**	**General and Transferable Skills**
1/5	**2/2,2/5**	**3/3,3/8,3/10,3/11**	**4/1,4/2,4/3,4/6,4/7,4/10**

The Intended Learning Outcomes (ILOs) are listed under four headings:

a. Knowledge and Understanding

On completing the course, the student should be able to:

a1. Identify the financial reporting environment, the conceptual framework and the development of the standards.
a2. Describe how to report cash, receivables, inventories, short term Investments and long term investments.
a3. Define the Accounting for various operations, including merchandising, bank reconciliation, receivables, petty cash, plant assets, intangible assets, and natural resources.
a4. Define the multiple-step income statements.
a5. Explain the accounting treatment for the disposal and exchange of property, plant, and equipment.

b. Intellectual Skills

On completing the course, the student should be able to:

b1. Demonstrate the usefulness of a conceptual framework and the qualitative characteristics of accounting information.
b2. Compare the merchandise operations and the different income statement

methods in merchandise companies.

b3. Differentiate cash, different types of receivables, short term Investments and long- term investments.

b4. Interpret the recognition and valuation of receivables and inventories.

b5. Analyze the different method of tangible assets and intangible asset valuations.

c. Practical / Professional Skills

On completing the course, the student should be able to:

c1. Prepare financial reporting (Merchandise Accounting, classified balance sheet and multiple step income statements).

c2. Compute the net realizable values for receivables and inventories.

c3. Report the cost of goods sold and ending inventories under the different inventory valuation methods.

c4. Record the transactions related to current assets and the exchange and disposal of assets.

c5. Evaluate the value of the tangible assets and the intangible assets.

d. General and Transferable Skills

On completing the course, the student should be able to:

d1. Work in a team as a member and a leader.

d2. Improve knowledge and intellectual skill through continuous self-learning

d3. Use the accounting software efficiently and effectively.

V. Course Contents Distribution

Weak.	Course Topics	Teaching Hours	
		Lec.	Tut.
1	Accounting for Merchandising Operations	3	1
2	Accounting for purchases in Merchandising companies	3	1
3	Accounting of sales in Merchandising companies	3	1
4	Forms of income statements in Merchandising companies	3	1
5	Accounting for receivables	3	1
6	Recognition of receivables	3	1

Weak.	Course Topics	Teaching Hours	
		Lec.	Tut.
7	Valuation and disposition of receivables	3	1
8	Midterm Exam	3	1
9	Plant Assets	3	1
10	Property, plant and Equipment	3	1
11	Depreciation methods	3	1
12	Exchange of assets and asset disposal	3	1
13	Research and Development	3	1
14	Intangible Assets	3	1
15	Final Exam	-	-

VI. Course Matrix Content

Main Topic	Course ILOs Covered by Topic (By ILO Code)			
	K.U.	I.S	P.P.S.	G.T. S
Accounting for Merchandise Operations	a1, a3, a4	b1, b2	c1, c3	d1, d2
Accounting for Receivables	a1, a2	b3, b4	c2	d2, d3
Plant Assets, Natural Resources, and Intangible Assets	a5	b5	c3, c4, c5	d3

- **K.U.: Knowledge and Understanding**
- **I.S: intellectual skills.**
- **P.P.S.: Practical / Professional Skills.**
- **G.T. S: General and Transferable Skills.**

VII. Teaching and Learning Methods

Teaching and Learning Methods		Course ILOs			
	Selected Methods	Knowledge and Understanding Skills	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills
Interactive Lectures	√	√	√		√
Discussion	√	√	√		√
Brainstorming			√		√
Case study	√	√	√	√	√
Problem Solving	√		√	√	√
Self-Learning: workshops- Projects - Research –Reports – assignments – presentations	√	√	√	√	√
hybrid (Blended) education (if applied)					
Modeling – simulation – role play					
Demonstrations					
Practical (lab) / applications					
Asynchronous Learning (PDF, PowerPoint, Lecture videos)		√	√		

VIII. Teaching and Learning Methods for special needs:

Differentiated Instruction – Multisensory Approaches – Adaptive Technologies – Individualized Support.

IX. Assessment Methods – ILOs Matrix

Assessment Methods		Course ILOs			
		Knowledge and understanding	**Intellectual Skills**	**Practical / Professional Skills**	**General and Transferable Skills**
Class Works	**Individual and Group Assignments**	a1	b1	c1	d1
	Tasks and Reports	a1, a2	b2	c1, c4	d3
	Quizzes	a1, a3, a4, a5	b3	c2, c5	d1
written	**Mid term**	a1, a2		c1, c2, c3	
	Final Exam	a1, a3, a5	b2, b4, b5	c1, c3, c5	

X. Grade and weight of assessments

Assessment Methods		Time	Assessment Grades	Weight %
Class Work	Individual and Group Assignments	All over the semester	10	10%
	Participation (Tasks, project, Reports, Presentation)		10	10%
	Lab Test	-	-	-
	Quizzes	All over the semester	10	10%
Mid-term		Week 8	20	20%
Sub-Total			**50**	50%
Final Exam		**Weeks 15-16**	**50**	50%
Total			**100**	**100%**

XI. References

Course Notes	Lecture slides are available on the Students Learning Management System (Moodle).
Essential Textbooks	Weygandt, Kimmel & Kieso, (2010). *Accounting principles*, (10th Edition). Wiely publications
Extra Recommended Books	Weygandt, Warfield & Kieso, , (2014) *Accounting principles* 13th Edition
Online Web Sites	https://www.principlesofaccounting.com/

XII. Facilities required for teaching and learning

Facility	Lecture	Class	Lab	Admin
White Board	√	√		
PC/Laptop	√	√		
Data-Show	√	√		
Laser Pointer				
Internet	√			
Printer	√			
Copier	√			
McGraw-Hill Connect				
Moodle	√			
Zoom				
Software Packages				
Laboratories				

Course coordinator	Head of the Department
Name: Dr. Nehad Hosny Yusuf	***Name: Prof.ALtahra ELsayed Hemaya***
Signature: Nehad Hosny Yusuf	***Signature: ALtahra ELsayed Hemaya***
Date: *10/2023*	***Date:*** *10/2023*

Course Specification 2023/2024

I. Basic Information

Course Code	**MGT102**	**Course Name**	**Organizational Behavior**
Level/Semester	**1/2**	**Specialization**	**Business**
Department Offering the Course	**Business Administration**		

Credit Hours

Credit Hours

Total Credit Hours	Theoretical	Tutorial	Laboratory
3	3	-	-

Contact Hours

Contact Hours	Theoretical	Tutorial	Laboratory
3	3	-	-

Course Prerequisite(s)	**MGT101**
Approval Date Of course Specification	**10 / 2023**

II. Course Contents

The primary goal of this course is to integrate the study of management principles and practices with the human behavior within organizations, and to provide an understanding of how organizations can be managed more effectively and enhance the quality of employees work life. The course covers personality, individual differences, learning and motivation, rewarding behavior, stress, individual and group behavior, conflict, leadership, job design, organizational structure, decision-making, communication and negotiation. In addition, part of the course is to train students on how to make article reviews and write essays related to the course.

III. Course Aims

Upon successful completion of the course the student will be able to:

- To provide students with a comprehensive understanding of how management principles and human behavior interact within organizations to improve effectiveness and employee well-being.
- To equip students with practical skills in analyzing organizational behavior through article reviews and essay writing on key topics like motivation, leadership, conflict, and communication

IV. Program ILOs Covered by the Course

Program ILOs Covered by the Course			
Knowledge and Understanding	**Intellectual Skills**	**Practical / Professional Skills**	**General and Transferable Skills**

V. Course Intended Learning Outcomes (ILOs)

The Intended Learning Outcomes (ILOs) are listed under four headings:

a. Knowledge and Understanding

On completing the course, the student should be able to:

a1 Demonstrate a clear understanding of key concepts and theories related to organizational behavior, such as motivation, leadership, communication, and conflict resolution.
a2 Recognize the role of personality, individual differences, and group behavior in shaping workplace dynamics.
a3 Explain how organizational structures, job design, and decision-making processes impact organizational effectiveness and employee satisfaction.
a4 Explain how learning, reinforcement, and motivation theories can be applied to enhance employee productivity and engagement within organizations.
a5 Understand the effects of power, politics, and leadership styles on organizational behavior and employee relations.
a6 Recognize the importance of managing stress and emotions in the workplace, and how it affects individual performance and organizational climate.

b. Intellectual Skills

On completing the course, the student should be able to:

b1. Analyze and critically evaluate the application of organizational behavior theories in real-world business contexts.
b2 Interpret the impact of individual and group behavior on organizational performance and effectiveness.
b3 Critically assess the impact of leadership styles and organizational culture on employee motivation, engagement, and overall organizational performance.
b4 Compare and contrast different motivation theories, selecting the most appropriate models for improving employee performance and job satisfaction.
b5 Evaluate how organizational change and development can be managed effectively by applying organizational behavior principles to enhance adaptability and innovation.

c. Practical / Professional Skills

On completing the course, the student should be able to:

c1 Apply organizational behavior concepts to diagnose and address workplace challenges such as motivation, stress, conflict, and leadership issues.
c2 Develop solutions for improving communication, decision-making, and negotiation in organizational settings.
c3 Utilize behavioral assessment tools, such as personality and motivation assessments, to better understand and manage individual and group performance in organizations.
c4 Implement leadership and management techniques that align with organizational behavior theories to foster a positive organizational culture and enhance productivity.
c5 Demonstrate the ability to conduct academic article reviews and write essays that critically examine current organizational behavior trends, linking theory with practice.

d. General and Transferable Skills

On completing the course, the student should be able to:

d1 Demonstrate effective communication skills in both written and oral forms, particularly in discussing organizational behavior topics.
d2 Work collaboratively in groups to analyze case studies and present findings on organizational behavior issues.
d3 Exhibit problem-solving skills through the application of organizational behavior principles to practical workplace scenarios.
d4 Manage time and organize work effectively to meet deadlines for assignments and group projects.

VI. Course Contents Distribution

Week.	Course Topics	Teaching Hours	
		Lec.	Tut.
1	Introduction to Organizational Behavior	3	-
2	Introduction to Organizational Behavior, Cont'd	3	-
3	Motivation Theories	3	-
4	Motivation Theories, Cont'd	3	-
5	Personality, Values, and Attitudes	3	-
6	Personality, Values, and Attitudes, cont'd	3	-
7	Perception and Individual Decision Making	3	-
8	Midterm Exam		
9	Group Dynamics and Teams	3	-
10	Group Dynamics and Teams, Cont'd	3	-
11	Leadership Theories and Practices	3	-
12	Leadership Theories and Practices, Cont'd	3	-
13	Organizational Culture	3	-
14	Organizational Culture, Cont'd+ Project Presentations	3	-
15-16	Final Exam		

VII. Course Matrix Content

Main Topic	Course ILOs Covered by Topic (By ILO Code)			
	K.U.	I.S	P/P.S.	G/T. S
Introduction to Organizational Behavior	a1,	b1, b2	c1,c4	d1,d2
Motivation Theories	a4	b4, b3	c3	d1,d2,d3,d4
Personality, Values, and Attitudes	a2	b3	c3	d1,d2,d3,d4
Perception and Individual Decision Making	a3,a6	b3	c2	d1,d2,d3,d4
Group Dynamics and Teams	a6	b2	c2,c3	d1,d2,d3,d4
Leadership Theories and Practices	a5	b3	c4	d1,d2,d3,d4

Main Topic	Course ILOs Covered by Topic (By ILO Code)			
	K.U.	I.S	P/P.S.	G/T. S
Organizational Culture	a5,a6	b3, b5	c4	d1,d2,d3,d4

- P/P.S.: Practical / Professional Skills
- I.S: Intellectual skills
- K.U.: Knowledge and Understanding
- G/T. S: general / transferable skills

VIII. Teaching and Learning Methods

Teaching and Learning Methods	Selected Methods	Course ILOs			
		Knowledge and understanding	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills
Interactive Lectures	√	√	√	-	√
Discussion	√	√	√	-	√
Brainstorming	√	√	√	-	√
Case Study	√	√	√	√	√
Problem Solving	-	-	-	-	-
Self-Learning: Projects-Research-Reports-Assignments-Presentations	√	√	√	√	√
Modeling – simulation – role play	-	-	-	-	-
Demonstrations	√	√	√	-	-
Practical (lab) / applications	-	-	-	-	-
Hybrid (Blended) education (if applied)	-	-	-	-	-
Asynchronous Learning (PDE, PowerPoint, Lecture Videos)	√	√	√		

IX. Teaching and Learning Methods for Special Needs:

Office Hours – Extra Lectures – Asynchronous Learning – Academic Advisor

X. Assessment Methods – ILOs Matrix

Assessment Methods		Course ILOs			
		Knowledge and understanding	**Intellectual Skills**	**Practical / Professional Skills**	**General and Transferable Skills**
ClassWorks	**Individual and Group Assignments**	a1-a6	b1-b5	c1-c5	d1-d4
	Participation (Tasks, project, Reports)	a1-a6	b1-b5	c1-c5	d1-d4
	Quizzes	a1-a6	b1-b5	c3,	d3,d4
	Mid term	a1-a3	b1,b2,b4	c1-c3	d3,d4
	Final Exam	a1-a6	b1-b5	c1,c3,c4	d3,d4

XI. Grade and weight of assessments

Assessment Methods		Time	Assessment Grades	Weight %
Class Work	Individual and Group Assignments	All over the semester	10	10%
	Participation (Tasks, project, Reports)		10	10%
	Lab Test	-	-	-
	Quizzes	All over the semester	10	10%
Mid-term		Week 8	20	20%
Sub-Total			**50**	50%
Final Exam		**Weeks 15-16**	**50**	50%
Total			**100**	**100%**

XII. References

Essential Textbooks	**Robbins, S. P., & Judge, T. A. (2019). Organizational Behavior, 18th edition. Pearson**
Course Notes	**Lecture slides are available on students learning management system (MOODLE)**
Extra Recommended Books	**McShane, S. L., & Von Glinow, M. A. (2021). Organizational behavior: Emerging knowledge, global reality (9th ed.). McGraw-Hill Education.**
Online Web Sites	https://www.ekb.eg/ar/home

XIII. Facilities required for teaching and learning

Facility	Lecture	Class	Lab	Admin
White Board	√	√	-	
PC/Laptop	√		-	
Data-Show	√	√	-	
Laser Pointer	√	√	-	
Internet	√	√	-	
Printer	√	√	-	
Copier	√	√	-	
McGraw-Hill Connect	-	-	-	
Moodle	√	√	-	
Zoom	-	-	-	
Software Packages	√	√	-	
Laboratories	-	-	-	

Course coordinator	Head of the Department
Name: *Dr. Dina Farouk Al-Agry*	***Name:*** Dr. Osama Wagdy
Signature: *Dina Farouk Al-Agry*	***Signature:*** Dr. Osama Wagdy
Date: *10/2023*	***Date:*** *10/2023*

Course Specification2023/2024

I. Basic Information

Course Code	**IST101**	**Course Name**	**Information Systems / Technology 1**
Level/ Semester	**1/2**	**Specialization**	**Business Programs**
Department Offering the Course	**Business Technology**		
Credit Hours	***Credit Hours***		

Total Credit Hours	**Theoretical**	**Tutorial**	**Laboratory**
3	**2**	**-**	**2**

	Contact Hours		
Contact Hours	**Theoretical**	**Tutorial**	**Laboratory**
4	**2**	**-**	**2**

Course Prerequisite(s)	**------**
Approval Date of course Specification	**10 / 2023**

II. Course Contents

Over the past 10 years we have seen the impact of networks & technologies and how the organizations used it in transforming its processes by relying on web-based applications. This course introduces students to the fundamental concepts in information systems, introduce the business areas to which computers may be applied, an understanding of the principles underlying digital devices, computer hardware, operating systems, software, telecommunications, networking and multimedia is an integral part of any IT curriculum, an understanding of the terminologies unique to the computer science field, understand the basics of LAN and WAN technology, and Hands-on experience with selected productivity software packages (Microsoft office). Students will be required to prepare Spreadsheets and

Presentations to give students the opportunity to put into practice concepts learnt during the course (lab practice).

III. Course Aims

Upon successfully completing the course, students will be:
equipped with a foundational understanding of information systems and technologies and their critical role in the modern world.

IV. Program ILOs Covered by the Course

Program ILOs Covered by the Course			
Knowledge and Understanding	**Intellectual Skills**	**Practical / Professional Skills**	**General and Transferable Skills**
1/2,1/3,1/5,1/6	**2/2,2/4,2/5,2/6**	**3/1,/3/3,3/4,3/7,3/9,3/11,3/13**	**4/1,4/2,4/3,4/4,4/5,4/8,4/9,4/11**

V. Course Intended Learning Outcomes (ILOs)

The Intended Learning Outcomes (ILOs) are listed under four headings:

a. Knowledge and Understanding

On completing the course, the student should be able to:

a1. Explain basic computer architecture and concepts, including data storage, data manipulation, operating systems, networking, and database systems.
a2. Identify the difference between computer hardware and software and their functions.
a3. Define data, information, and knowledge.
a4. Define input & output devices and their usage.
a5. Discuss the fundamental concepts of system and information systems: hardware, software, data, networks, information, etc.
a6. Describe networks topologies.
a7. Determine some common types of networks such as LAN/WAN/Internet, Server based networks, client server model and P2P.
a8. Explain the role of information systems in organizations and society.
a9. Discuss different types of information systems and their applications.
a10. Relate the impact of information technology on various aspects of life.
a11. Review the key terminology and concepts related to information systems and technology.
a12. Indicate the basics of data management and networking.

a13. Explain the different types of information systems used in various industries.

b. Intellectual Skills

On completing the course, the student should be able to:

b1. Analyze information using critical thinking and problem-solving skills.
b2. Analyze and solve problems related to information systems.
b3. Evaluate critical information and make informed decisions.
b4. Suggest solutions using appropriate technologies.
b5. Illustrate effectively technical information to a variety of audiences.
b6. Think creatively and adapt to new technologies.

c. Practical / Professional Skills

On completing the course, the student should be able to:

c1. Demonstrate proficiency in basic office applications like word processors, spreadsheets, and presentation software.
c2. Practice, manipulating and dealing with computer components.
c3. Examine the basic components of computer hardware.
c4. Judge troubleshoot common hardware and software issues.
c5. Use the basic networking concepts and configurations.
c6. Demonstrate proficiency in Microsoft PowerBI software kit.
c7. Develop innovative approaches to solve technological challenges.

d. General and Transferable Skills

On completing the course, the student should be able to:

Specifically, ability to:

d1. Identify, evaluate, and access relevant information from various sources.
d2. Use critical thinking skills to assess the credibility and accuracy of information.
d3. Apply research skills to gather data and solve problems effectively.
d4. Work effectively in teams to achieve common goals.
d5. Design a technical presentation based on collected data.
d6. Manage time effectively.

VI. Course Contents Distribution

Week	Course Topics	Teaching Hours	
		Lec.	Lab.
1	**Orientation Lecture** 1. ARS, NARS, ILOs, and graduate attributes. 2. Course Objectives & Outcomes 3. Course Contents 4. Grading Policy 5. Attendance Policy 6. Classroom Conduct Policy **An Introduction to Information Systems** 1.1 Chapter Objectives & Outcomes 1.2 An Introduction 1.3 System Concepts	2	--
2	**An Introduction to Information Systems (Continued)** 1.1 Chapter Objectives & Outcomes 1.2 An Introduction 1.3 System Concepts 1.4 What is an Information System? 1.5 Business Information Systems 1.6 Information Systems @ Work 1.7 Summary	2	2
3	**An Introduction to Information Systems (Continued)** 1.8 Specialized Business Information Systems 1.9 Systems Development 1.10 Information Systems in Society, Business, and Industry 1.11 Summary	2	2
4	**Hardware: Input, Processing, and Output Devices** 2.1 Computer Systems 2.2 Processing and Memory Devices 2.3 Secondary Storage	2	2
5	**Hardware: Input, Processing, and Output Devices (Continued)** 2.4 Input and Output Devices 2.5 Computer System Types 2.6 Summary	2	2
6	**Software: Systems and Application Software** 3.1 An Overview of Software 3.2 Systems Software 3.3 Application Software	2	2
7	➢ Revision	2	2
8	**Mid Term exam**		

9	3.4 Programming Languages 3.5 Software Issues and Trends 3.6 Summary	2	2
10	Database Systems and Business Intelligence 4.1 Data Management 4.2 Data Entities, Attributes, and Keys 4.3 Data Modeling and Database Characteristics 4.4 Summary	2	2
11	4.5 Database Management Systems 4.6 Data Modeling 4.7 The Relational Database Model 4.8 Database Applications 4.9 Summary	2	2
12	Telecommunications and Networks 5.1 Basic of Networking 5.2 Advantages of Networking 5.3 Types of Networks 5.4 Network Configuration 5.6 Summary	2	2
13	5.7 Network Topology 5.8 Network Media 5.9 Network Devices 5.10 Summary	2	2
14	Practical Lab Exam	--	4
15-16	**Final Exam**		

VII. Course Matrix Content

Main Topic	Course ILOs Covered by Topic (By ILO Code)			
	K.U.	I.S	P.P.S.	G.T. S
An Introduction to Information Systems: • Chapter Objectives & Outcomes • An Introduction • System Concepts • What is an Information System? • Business Information Systems • Information Systems @ Work • Specialized Business Information Systems • Systems Development • Information Systems in Society,	a2, a3, a4, a5, a8, a9, a10, a11, a13	b1, b2, b3, b5	c1, c4, c5	d1, d2

Main Topic	Course ILOs Covered by Topic (By ILO Code)			
	K.U.	I.S	P.P.S.	G.T. S
Business, and Industry				
Hardware: Input, Processing, and Output Devices: • Computer Systems • Processing and Memory Devices • Secondary Storage • Input and Output Devices • Computer System Types	a1, a2, a4, a5	b3, b4	c2,c3, c4	d3, d5, d6
Software: Systems and Application Software: • An Overview of Software • Systems Software • Application Software • Programming Languages • Software Issues and Trends	a1, a2, a5	b1, b6	c3, c4, c5, c6, c7	d4, d6
Database Systems and Business Intelligence • Data Management • Data Entities, Attributes, and Keys • Data Modeling and Database Characteristics • Database Management Systems • Data Modeling • The Relational Database Model • Database Applications	a1, a3, a5, a	b1, b4	c4, c5	d6
Telecommunications and Networks • Basic of Networking • Advantages of Networking • Types of Networks • Network Configuration • Network Topology • Network Media • Network Devices	a1, a5, a6, a7, a12	b4, b5, b6	c4, c7	d2, d3, d6

- **K.U.: Knowledge and Understanding**
- **I.S: intellectual skills.**
- **P.P.S.: Practical / Professional Skills.**
- **G.T. S: General and Transferable Skills.**

VIII. Teaching and Learning Methods

Teaching and Learning Methods	Course ILOs				
	Selected Methods	Knowledge and understanding	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills
Interactive Lectures	√	√	√		√
Discussion	√	√	√		√
Brainstorming	√	√	√		√
Case study					
Problem Solving	√	√	√	√	√
Self-Learning: workshops- Projects - Research –Reports – take-home assignments – presentations	√	√	√	√	√
hybrid (Blended) education (if applied)					
Modeling – simulation – role play					
Demonstrations					
Practical (lab) / applications	√			√	√
Asynchronous Learning (PDF, PowerPoint, Lecture videos)	√	√	√		

IX. Assessment Methods – ILOs Matrix

Assessment Methods		Course ILOs			
		Knowledge and understanding Skills	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills
Class Works	Individual Take-home Assignments	a1-a13	b1-b6	c1, c2, c3, c4, c5, c7	d1-d6
	Quizzes	a1-a13	b1-b6		d2, d3, d6
	Practical Exam			c1-c7	d2, d5, d6
Written Exam	Midterm Exam	a1- a8	b1-b4		
	Final Exam	a1-a13	b1-b6	c3, c4, c7	d2, d6

X. Grade and weight of assessments.

Assessment Methods		Time	Assessment Grades	Weight %
Class Work	Participation and Take-home Assignments	All over the semester	5	5%
	Quizzes (written, practical, and/or online)	All over the semester	10	10%
	Lab Exam	Week 14	15	15%
Mid-term Exam		Week 8	20	20%
Sub-Total			**50**	50%
Final Exam		**Weeks 15-16**	**50**	50%
Total			**100**	**100%**

XI. References

Essential Textbooks	1. Ralph M. Stair & George W. Reynolds, 2017, "Principles of Information Systems: A Managerial Approach", Cengage Learning, Thirteenth Edition.
Course Notes	Lecture slides are available on the Students Learning Management System (Moodle).
Extra Recommended Books	Kenneth C. Laudon &Jane P. Laudon, 2012, "Management Information Systems: MANAGING THE DIGITAL FIRM", Prentice Hall, TWELFTH EDITION.
Online Web Sites	https://www.ekb.eg/ar/home
Others (Specify)	Additional links for online resources (videos & articles) are available on the lecture handouts.

XII. Facilities required for teaching and learning

Facility	Lecture	Class	Lab	Admin
White Board	√		√	
PC/Laptop	√		√	
Data-Show	√		√	
Laser Pointer				
Internet	√		√	
Printer	√			
Copier	√			
Moodle	√		√	
Microsoft Teams	√		√	
Software Packages	√		√	
Laboratories			√	

Course coordinator	Head of the Department
Name: Dr. Asmaa Fawzy Awadallah Hassan	***Name:*** *Prof.ALtahra ELsayed Hemaya*
Signature: Asmaa Fawzy Awadallah	***Signature:*** *ALtahra ELsayed Hemaya*
Date: *10/2023*	***Date:*** *10/2023*

Course Specification 2023/2024

XXII. Basic Information

Course Code	**HM004**	**Course Name**	**English 2**
Level/ Semester	**1 /1**	**Specialization**	**All Programs**
Department Offering the Course	**English Department (Faculty of Al-Alsun and Technical Languages)**		

Credit Hours

Total Credit Hours	Theoretical	Tutorial	Laboratory
2	2	-	-

Contact Hours

Contact Hours	Theoretical	Tutorial	Laboratory
2	2	-	-

Course Prerequisite(s)	**NA**
Approval Date of course Specification	**10 /2023**

XXIII. Course Contents

Exercises related to scientific topics – Development of student's knowledge in language And ability for reading and understanding – Development of understanding and translation abilities of student – Developing of listening speech abilities of the student – exercises on writing technical topics – reading in scientific books – methods of search technical writing.

XXIV. Course Aims

Upon successfully completing the course, students will be able:
The course help students to know English grammar rule and use them to write correct English paragraphs.

XXV. Program ILOs Covered by the Course

Program ILOs Covered by the Course			
Knowledge and Understanding Skills	**Intellectual Skills**	**Practical / professional Skills**	**General and Transferable Skills**
K1, K3	**I1**	**P3, P18.**	**G1, G2, G3, G4, G6, G10**

XXVI. Course Intended Learning Outcomes (ILOs)

The Intended Learning Outcomes (ILOs) are listed under four headings:

a. Knowledge and Understanding

On completing the course, the student should be able to:

a1. Select the types of word categories.
a2. Identify the rules of verb tenses to form correct English sentences
a3. Mention the main features and rules of writing
a4. Define characteristics of technical English language

b. Intellectual Skills

On completing the course, the student should be able to:

b1. Compare between the types of word categories (nouns, verbs, adjectives and adverbs).
b2. Differentiate between the use of tenses.
b3. Explain the difference between the Conjunctions.
b4. Distinguish between the four types of sentence structure in writing
b5 Compare between opening sentence of the paragraph, topic sentence, supporting sentences and conclusion.

c. Practical / Professional Skills

On completing the course, the student should be able to:

c1. Practice Listening on English Passages.
c2. Practice speaking about different topics.
c3. Using on (scan-skim) reading and inference the meaning from the written text.
c4. Employ the rules of verb tenses to form sentences.
c5. write a paragraph to apply the main features and rules of writing.
c6. Apply how to form a research paper(essay)?

d. General and Transferable Skills

On completing the course, the student should be able to:

d1. Plan tasks and deadlines effectively.

d2. Create development and continuous improvement in the workplace.
d3. Combine the English language effectively in all tasks.
d4. Communicate with others using correct English language.

XXVII. Course Contents Distribution

Week.	Course Topics	Teaching Hours	
		Lec.	Tut.
1	- Grammar: ▪ Future simple ▪ Practice sheet (apply on grammatical rule) -Speaking skills: ▪ Practice on different topics and correct pronunciation.	2	-
2	- Grammar: ▪ If conditionals ▪ Practice sheet (apply on grammatical rule) -Listening skills: Playing videos (get the ideas, locating the aim of each listening. get the intonation and pronunciation)	2	-
3	- Grammar: ▪ Wishes about the present and future ▪ Practice sheet (apply on grammatical rule) - Reading skills: ▪ practice the three steps of listening “scan, skim, and detail”	2	-
4	- Grammar: ▪ Verb + -ing ▪ Practice sheet (apply on grammatical rule) -Speaking skills: ▪ Explaining and practicing correct pronunciation.	2	-
5	-Grammar: ▪ Verb+ to ▪ Practice sheet (apply on grammatical rule) -Listening skills: ▪ Playing videos (get the ideas, get the intonation and pronunciation)	2	-
6	-Grammar: ▪ Relative clause. ▪ Practice sheet (apply on grammatical rule) -Reading skills:	2	-

Week.	Course Topics	Teaching Hours	
		Lec.	Tut.
	▪ practice the three steps of listening "scan, skim, and detail"		
7	▪ Revision and quiz	2	-
8	**Mid Term Exam**		
9	**How to write an essay - Technical writing:** ▪ recognize the main features and rules of writing about technical subjects concerning the form and the content.	2	-
10	**- Grammar:** ▪ Conjunctions. ▪ Practice sheet (apply on grammatical rule)	2	-
11	**construction of paragraphs:** ▪ Opening sentence of the paragraph, topic sentence. ▪ supporting and conclusion sentence.	2	-
12	**construction of essay:** ▪ Introduction, body and conclusion **How to form a research paper(essay)? (the process)** 1- Get familiar with the assignment. 2- 2- Pick a topic 3- research 4- Organize research 5- Form a thesis	2	-
13	**How to form a research paper? (the process)** 6- Create an outline 7- Write 8- Edit for content 9- Edit for grammar 10- Re-read and submit your paper	2	-
14	**Revision**	2	-
15-16	**Final Exam**		

XXVIII. Course Matrix Content with ILOs

Main Topic	Course ILOs Covered by Topic (By ILO Code)			
	K.U.	I.S	P.P.S.	G.T.S
- Grammar: ▪ Future simple ▪ Practice sheet (apply on grammatical rule) -Speaking skills: ▪ Practice on different topics and correct pronunciation.	a1, a2, a4	b1, b2	c2, c4,	d1, d2, d3, d4
- Grammar: ▪ If conditionals ▪ Practice sheet (apply on grammatical rule) -Listening skills: Playing videos (get the ideas, locating the aim of each listening. get the intonation and pronunciation)	a1, a2, a4	b1, b2	c1, c4	d1, d2, d3, d4
- - Grammar: ▪ Wishes about the present and future ▪ Practice sheet (apply on grammatical rule) - Reading skills: practice the three steps of listening "scan, skim, and detail"	a1, a2, a4	b1, b2	c3, c4	d1, d2, d3, d4
- Grammar: ▪ Verb + -ing ▪ Practice sheet (apply on grammatical rule) -Speaking skills: ▪ Explaining and practicing correct pronunciation.	a1, a2, a4	b1, b2	c2, c4	d1, d2, d3, d4
-Grammar: ▪ Verb+ to ▪ Practice sheet (apply on grammatical rule) -Listening skills: Playing videos (get the ideas, get the intonation and pronunciation).	a1, a2, a4	b1, b2	c2, c4	d1, d2, d3, d4

-Grammar: ▪ Relative clause. ▪ Practice sheet (apply on grammatical rule) **-Reading skills:** practice the three steps of listening "scan, skim, and detail"	a1, a2, a4	b1, b2	c2, c4	d1, d2, d3, d4
How to write an essay - Technical writing: recognize the main features and rules of writing about technical subjects concerning the form and the content.	a1, a2, a3, a4	b1, b2, b4, b5	c4, c5	d1, d3, d4
- Grammar: ▪ Conjunctions. Practice sheet (apply on grammatical rule)	a1, a2, a4	b1, b2, b3, b4, b5	c4	
construction of paragraphs: ▪ Opening sentence of the paragraph, topic sentence. supporting and conclusion sentence.	a1, a2, a3, a4	b1, b2, b3, b4, b5	c4, c5	d1, d2, d3, d4
construction of essay: 1- Introduction, body and conclusion **How to form a research paper(essay)? (the process)** 2- Get familiar with the assignment. 3- Pick a topic 4- Research 5- Organize research 6- Form a thesis	a1, a2, a3, a4	b1, b2, b3, b4, b5	c4, c5, c6	d1, d2, d3, d4
How to form a research paper? (the process) 1- Create an outline 2- Write 3- Edit for content 4- Edit for grammar 5- Re-read and submit your paper	a1, a2, a3, a4	b1, b2, b3, b4, b5	c4, c5, c6	d1, d2, d3, d4

- **K.U.: Knowledge and Understanding**
- **I.S: intellectual skills.**
- **P.P.S.: Practical / Professional Skills.**
- **G.T. S: General and Transferable Skills.**

XXIX. Teaching and Learning Methods

Teaching and Learning Methods	Selected Methods	Course ILOs			
		Knowledge and Understanding Skills	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills
Interactive Lectures	√	√	√		√
Discussion	√	√	√		√
Brainstorming	√	√	√		√
Case study					
Problem Solving					
Self-Learning: workshops- Projects - Research – Reports – assignments – presentations	√	√	√	√	√
hybrid (Blended) education (if applied)					
Modeling – simulation – role play					
Demonstrations	√			√	√
Practical (lab) / applications					
Asynchronous Learning (PDF, PowerPoint, Lecture videos)	√	√	√		

XXX. Teaching and Learning Methods for special needs:

Office hours - academic advisor - Asynchronous Learning

XXXI. Assessment Methods – ILOs Matrix

Assessment Methods	Course ILOs			
	Knowledge and understandi	Intellectual Skills	Practical / Professional Skills	General and Transferable Skills

		ng			
Class Works	**Individual Assignments**	√	√		
	Participation				√
	Quizzes	√	√		
written	**Mid term**	√	√		
	Final Exam	√	√		

XXXII. Grade and weight of assessments

Assessment Methods		**Time**	**Assessment Grades**	**Weight %**
Class Work	Individual Assignments	All over the semester	10	10%
	Participation		10	10%
	Lab Test	-	-	-
	Quizzes	All over the semester	10	10%
Mid-term		Week 8	20	20%
Sub-Total			**50**	50%
Final Exam		**Weeks 15-16**	**50**	50%
Total			**100**	**100%**

XIII. References

Course Notes	Lecture slides are available on the Students Learning Management System (Moodle).
Essential Textbooks	Fawzy, A. (2023). *English 1*. Utopia company.

Extra Recommended Books	
Online Web Sites	

XIV. Facilities required for teaching and learning.

Facility	Lecture	Class	Lab	Admin
White Board	√	√		
PC/Laptop	√	√		
Data-Show	√	√		
Laser Pointer				
Internet	√			
Printer				
Copier				
McGraw-Hill Connect				
Moodle	√			
Zoom				
Software Packages				
Laboratories				

Course coordinator	Head of the Department
Name: *Dr. Menna Allah Medhat*	***Name: Dr.*** *Hoda Ali*
Signature: Menna Allah Medhat	***Signature: Hoda Ali***
Date: *10/2023*	***Date:*** *10/2023*